



DESIGN REVIEW LIMITED AMENDMENT

SUBMITTAL REQUIREMENTS

Definition

The purpose of the Design Review Limited Amendment (DRLA) is to allow for small additions and minor revisions or minor new construction to an existing design review approval without having to go through the full design review process.

Criteria for Design Review Limited Amendment

1. The amendment maintains the design intent or purpose of the original proposal;
2. The amendment does not change vehicular access points or increase anticipated peak hour vehicle trips by more than five percent;
3. The site area is not expanded and gross floor area is not increased by more than five percent;
4. The amendment results in no major adverse environmental or land use impacts;
5. All conditions of the prior approval are met.

Procedure

The DRLA is reviewed and is approved in writing as a Process 1. A DRLA typically takes from two to four weeks to process; however processing time may be longer depending on the quality of the information submitted with the application.

The fee for a Process I includes a non-refundable \$25 counter fee and a \$400 review deposit for the first four hours of review time (\$425 total). Any unused portion of the deposit will be refunded. Additional hours will be billed at the rate of \$100 per hour.

Submittal Requirements

The submittal checklist below identifies elements and information necessary for the City to accept an application at the counter:

- ☐ A complete Master Land-Use Application, including all required signatures, (one copy);
- ☐ Applicable fees. Checks must be for the exact amount;
- ☐ Project submittal requirement checklist, (one copy);
- ☐ Written project narrative detailing the proposed changes from the initial approval and why they are needed, (one copy);
- ☐ Full size plans (24"X36") of proposed changes. Include all altered items, bubbled (i.e. lighting, site layout, parking, landscaping, building elevations, tree plans...), (two copies);
- ☐ Full size plans (24"X36") showing existing conditions as approved, (two copies);
- ☐ Pdf copies of all documents provided either on a cd or flash drive.

Note: Failure to provide listed submittal items will result in project delays, please ensure all items are addressed prior to application submittal. The information on this checklist is not meant to be all-inclusive and additional materials may be required.